

ATHENS REGIONAL LIBRARY BOARD OF TRUSTEES

Minutes of January 19, 2017 Meeting

Athens-Clarke County Library Board Room 3:30 pm

Meeting was called to order at 3:31 p.m. by Chairman Gresham. Present were Ms. Bryant, Mr. Campbell, Chairman Gresham, Mr. Hopper, Ms. Mills, Ms. Booth, Mr. Prokasy, Mr. Rice, Ms. Shoemaker, Mr. Timmons, Ms. Westmacott, Mr. Wyatt. Absent was Ms. Darnell. Staff attending were Ms. Bell, Ms. Brumby, Mr. Burns, Ms. Gay-Griffin, Ms. Mayfield, Ms. Daniel, Ms. Fike, Ms. Chesley, Ms. Ovington and Ms. Moncrief.

The Minutes of October 20, 2016 board meeting were unanimously approved. (Moved by Mr. Prokasy, seconded by Ms. Mills)

The adoption of current Agenda was unanimously approved (moved by Ms. Hopper, seconded by Mr. Shapiro).

There was no public comment.

Financial Report:

- Ms. Fike reported all branch boards have had their quarterly meetings.
- Also the regional revenue received is at 50.74% and expenditures are at 47.21% for the fiscal year. Staff Development Day came in under budget. Franklin and Oglethorpe County revenues are low due to cash flow and should be up to correct percentage by next quarterly meeting.
- The financial report was unanimously accepted. (moved by Mr. Timmons, seconded by Mr. Hopper)

Regional Reports

Athens-Clarke County:

- Julie Darnell has been elected Chair and appointed to Regional Board

Madison County:

- Discover Tech Exhibit has led to 17 additional programs with 713 in attendance and 1465 people have visited the exhibit since the opening reception on November.
- The library held its first Veteran's Appreciation program in November, we had 8 veterans attend and the Madison County Journal printed an article about the program.
- We have sewing machines available for in-house use, which seem to be very popular.
- 105 Youth programs have been offered for the quarter with 2528 in attendance.

Oconee County:

- The board has a new member, Susan Windstead, but we still have one vacancy.
- The budget process has begun for the county with Bogart's fiscal year starting in April
- Friends of the Library - Watkinsville book sale will be held February 2 -4, 2017.
- The RFP for Bogart construction/expansion project is in process with questions about financial support between the Oconee County commissioners and Georgia Public Library System.
- The memorial bench at Watkinsville has been started.

Franklin County:

- The county has received the Vibrant Community Grant; will have a program of Play in Clay and Lavonia will offer quilting classes.
- The Royston electronic sign is up and working, only rock base to be installed for completion
- The City of Royston has acquired the Ty Cobb statue from the former Atlanta Braves stadium and plans to display it in front of library along with upgrading the landscaping.
- There is also money left from the Royston reconstruction which will be used for additional material.

Oglethorpe:

- A public reception was held prior to the OCL board meeting on Jan. 18. to honor four library employees: two for their length of service and two for completing educational degrees
- Amanda Brantley, our new computer specialist, has been tutoring one on one and starts her first formal classes this Saturday
- The 'Shareables' display is up to promote non-traditional materials for learning
- A study carrell is being converted to a 'Maker Space' with a sewing machine and a cameo cutter for use by our patrons.
- The Friends of OCL have donated \$2,000 for materials and did well with their fall book sale, raising \$1,841. Also, participation with the ThriftBooks Library Program is bringing in small but steady monthly amounts of \$180 - \$200.

Director's Report:

- Director Bell recognized one employee who has been working for Athens Library System for 35 years, Ms. Dorothy Daniel. Ms. Daniel started at the Dougherty Street location; she also operated the bookmobile for years. Ms. Daniel stated "I love what I do". Everyone thanked her for her service.
- Save the date: This year's annual GPLS **Hot Dog Legislative Day** is scheduled for February 8, 2017. As more information is forthcoming from the GPLS, I will share that with you.
- We have arranged for new **Trustee Training** to be conducted by Jessica Everingham, Deputy Georgia State Librarian. This training is scheduled to take place on Wednesday, February 15 from 5:15 pm to 7:15 pm at the ACC Library. We will supply a light dinner for all who attend. GPLS has updated their Trustee manual and all of the State rules and regulations governing library Boards of Trustees. I encourage as many Trustee Board members attend as possible. All new Trustees will most likely find the session to be of importance. Please check your calendars and let Lisa know if you will be able to participate.
- We completed our **annual AUP** this month. Terry Thompson, Chief Audit Officer and Vice Chancellor for Internal Audit & Compliance, was at the library the week of January 9, 2017 to complete our annual audit. We have not yet received the final results. The Auditor told us we improved since last year. However, we want you to be aware that there will be 3 - 5 findings with recommendations.
- The system will sponsor a **"We Want You Back" campaign** during Love Your Library Month, February 2017. Letters will be sent to all patrons with fees in excess of \$50.00, offering to waive half of their fines in exchange for bringing their accounts into good standing (letter is attached). If all eligible Regional patrons respond, the ARLS libraries stand to gain **\$461,748**. While 100% response is not expected, even a portion of those recuperated funds would be helpful to our Libraries. Additionally, we hope to reinstate patrons who have not been able to use their library card. The estimated cost to print and mail the letters is \$3,750. The Region is paying for the majority of this; but we will need to use up to \$150 from each County for printing and bulk mailing costs. Toby Mayfield ARLS Circulation Manager is leading this campaign.
- Donna Brumby continues to lead the **Policy update** team. We have 18 new or revised policies for the Board approval this quarter. (Action Item).
- The Bogart Branch Expansion Project Team met on November 22, 2016.

Old Business:

- Revised Policies - Approve policies with changes requested by policy committee

New Business:

- **Motion** to Approve from Board for Retiring Staff Members to receive Resolutions of Recognition unanimously. Moved: Mr. Prokasy Seconded: Mr. Timmons
- **Motion** for Approval of the new State mileage reimbursement rates for calendar year 2017 unanimously. Moved: Mr. Shapiro Seconded: Mr. Hopper
- **Motion** to Ratify the Request for Proposal for Construction Manager at Risk for the Bogart Branch Expansion unanimously. Moved: Mr. Wyatt Seconded: Mr. Hopper
- Updated ARLS Policies have been given to Policy Committee for review. Any recommendations or changes will be discussed at next meeting.

Announcements - None

With no further business, Chairman Gresham called for adjournment at 4:30 pm. (motioned by Mr. Shapiro, seconded by Mr. Hopper)

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ARLS Board Meeting January 19, 2017 SUMMARY OF VOTES

Approval of 10/20/2016 Minutes unanimously:

Moved) Mr. Prokasy

Seconded) Ms. Mills

Approval of 1/19/2017 Agenda unanimously:

Moved) Mr. Hopper

Seconded) Ms. Shapiro

Approval of Financial report from Business Manager unanimously:

Moved) Timmons

Seconded) Hopper

Approval from Board for Retiring Staff Members to receive Resolutions of Recognition unanimously.

Moved: Mr. Prokasy

Seconded: Mr. Timmons

Approval of the new State mileage reimbursement rates for calendar year 2017 unanimously.

Moved: Mr. Shapiro

Seconded: Mr. Hopper

Ratify the Request for Proposal for Construction Manager at Risk for the Bogart Branch Expansion unanimously.

Moved: Mr. Wyatt

Seconded: Mr. Hopper

Approval of Adoption of the following revised policies: Overtime; Annual Leave; Sick Leave; Military Leave; Probationary Training Period; Inclement Weather unanimously.

Moved: Mr. Shapiro

Seconded: Ms. Shoemaker

ATHENS REGIONAL LIBRARY BOARD OF TRUSTEES

Minutes of April 20, 2017 Meeting

Athens-Clarke County Library Board Room 3:30 pm

Meeting was called to order at 3:37 p.m. by Chairman Gresham. Present were Ms. Booth, Mr. Campbell, Ms. Darnell, Chairman Gresham, Mr. Hopper, Ms. Mills, Mr. Prokasy, Mr. Shapiro, Ms. Shoemaker, Mr. Timmons, Ms. Westmacott, and Mr. Wyatt. Absent were Ms. Bryant, Ms. Harrison, and Mr. Rice. Staff attending was Ms. Bell, Ms. Brumby, Ms. Gay-Griffin, Ms. Fike, Ms. Chesley, Ms. Ovington, and Ms. Moncrief.

The Minutes of January 19, 2017 board meeting were unanimously approved. (Moved by Mr. Wyatt, Seconded by Ms. Darnell)

The adoption of current Agenda was unanimously approved (Moved by Mr. Hopper, Seconded by Ms. Booth).

There was no public comment.

Financial Report:

- Ms. Fike reported at the end 3rd quarter of fiscal year the regional revenue received is at 77.49% and expenditures are at 73.83%.
- Expenditures show wages for courier under budget estimate by 5%, insurance and Workers' Compensation insurance under budget by \$1,731.77 - all bills have been paid for the year, supplies and equipment under budget by 10% due to conservation efforts and savings of individual supply items. Also, Total revenues are at 77.49% = 2.5% over budget estimate.
- The financial report was unanimously accepted. (moved by Mr. Timmons, seconded by Mr. Hopper)

Regional Reports

Athens-Clarke County:

- Julie Darnell reported that Trustee Training was a success. Also there has been a surge in passport applications and the Finance Committee has agreed to the recent hiring of 2 part time personnel to work in Adult Services to handle the large number of patrons that are purchasing passports. Finally, still waiting on word of Athens-Clarke County budget determination.

Franklin County:

- The Ty Cobb statue will be in Royston soon. There is also discussion for an addition to be built on the library to house a Ty Cobb museum which will be funded by the city and Ty Cobb Foundation.
- The Lavonia Branch will be discussing budget with the county commissioners and asking for an increase.

Madison County:

- Discover Tech Exhibit totals are officially in and it seems we had 2,500 people visit the library during the exhibit, some programs will be duplicated and used in the future as well.
- The local Garden Group is working on the landscaping of the library grounds.

- The Branch Manager goes to each Board of Commissioners meeting to report on the work the library does for the county.
- Jere Ayers Foundation would like to donate artifacts to use for display and will purchase any furniture needed to assist the library.

Oconee County:

- The board has filled the open last member slot with Laura French.
- The new budget ended with a shortfall of \$2800 which the Board of Education will fund.
- Friends of the Library - Watkinsville book sale resulted in a \$10,000 donation to the library.
- The Bogart construction/expansion project is in process with a 2.3 million dollar budget (500,000 from the county and 1.8 million from the state); construction should start in late summer/early fall.

Oglethorpe:

- The board has filled its last opening with Amy Atao, a special education teacher.
- The Friends of the Library Pledge Drive will culminate with a BBQ dinner and concert featuring Art Rosenbaum. \$4406 has been raised so far and there is hope to reach the goal of \$7000.
- All library personnel are very busy with programs including our branch manager, Austin Jenkins, with his new Cookbook Challenges. He picks the theme, encourages all to check out cookbooks and everyone makes a dish and meets for a tasting. It has been very successful.

Director's Report:

- The FY18 State Budget has been passed. GPLS received most of what it requested.
- Federal Budget did not fare as well; many library funding programs were zeroed out including IMLS and LSTA which could affect many programs at all public libraries. There is a delegation from Georgia who will attend National Library Legislative Day and visit each congressional office.
- The Annual AUP was completed in January. The results were good and all findings have been corrected.
- The Regional Sprinter Van used for deliveries is in need of replacing in the near future. The funds have been set aside for purchase and would like the Board's approval for purchase when it becomes necessary.
- The Bogart Expansion Committee has been working to move the project along. We have received the MOU from Oconee County, a construction bank account has been established, Milton Garland will be the Construction Manager at Risk and CAS Architecture has been selected for design work. Contracts are under review.
- The We Want You Back Campaign was less successful than hoped but did raise over \$1000.
- Several staff members, Board members, and Friends, were able to attend the American Library Association Mid-Winter Conference in Atlanta in January 21 funded by the ACCL Friends of the Library.
- The Friends of the ACCL sponsored a Trustee Workshop on February 15th with Jessica Everingham, Assistant State Librarian. The new manual and guidelines were presented to 22 Board of Trustee members from around the Region.

Old Business:

- None

New Business:

- **Motion to Approve** the findings of the Agreed upon Procedures (AUP) results for Fiscal year ended June 30, 2016 unanimously. (Moved by Mr. Campbell, Seconded by Mr. Prokasy)

- **Motion to Approve** the future purchase of a Regional Courier Van at such time as it becomes necessary for a cost not to exceed \$60,000 unanimously. (Moved by Mr. Campbell, Seconded by Ms. Westmacott)
- **Motion to Ratify** the Memorandum of Understanding between the Athens Regional Library and the County of Oconee for the renovations and expansion of the Bogart Branch Library unanimously. (Moved by Mr. Hopper, Seconded by Mr. Prokasy)
- **Motion to Ratify** Milton Garland of Garland Construction Inc. as the contractor of record for the Bogart renovation and expansion project unanimously. (Moved by Ms. Darnell, Seconded by Ms. Westmacott)
- **Motion to Approve** CAS Architecture as the architect firm of record for the Bogart renovation and expansion project unanimously. (Moved by Mr. Hopper, Seconded by Ms. Westmacott)
- **Motion to Approve** SunTrust as the bank of choice for the Bogart renovation and expansion project unanimously. (Moved by Mr. Wyatt, Seconded by Mr. Prokasy)
- **Motion to Approve** the following revised personnel policies: At-Will employment; Immigration Law Compliance; Timekeeping; Breaks; Work on a Holiday; Leave; Prohibited Employee Conduct; Firearms & Weapons; Visitors in the Library; Private use of Library Property; Political Activities; Canvassing, Solicitation, Literature Distribution unanimously. (Moved by Mr. Prokasy, Seconded by Mr. Wyatt)

Executive Session

- Motion to Approve the Board go into Executive Discussion (minus Mr. Timmons who had departed the meeting) to perform the annual evaluation of Director Valerie Bell. (Moved by Mr. Prokasy, Seconded by Mr. Hopper) Unanimously Approved.
- Executive Session ended and the Board went back into open session at 5:20. (Moved by Mr. Campbell, Seconded by Mr. Hopper) Unanimously Approved.

Announcements - None

Adjourn

With no further business, Chairman Gresham called for adjournment at 5:21pm. (Motioned by Mr. Campbell, Seconded by Mr. Prokasy, Unanimously approved)

ARLS Board Meeting April 20, 2017 SUMMARY OF VOTES

Approval of 01/19/2017 Minutes unanimously:

Moved) Mr. Wyatt

Seconded) Ms. Darnell

Approval of 04/20/2017 Agenda unanimously:

Moved) Mr. Hopper

Seconded) Ms. Booth

Approval of Financial report from Business Manager unanimously:

Moved) Mr. Timmons

Seconded) Mr. Hopper

Approval the findings of the Agreed Upon Procedures (AUP) results for Fiscal year ended June 30, 2016 unanimously:

Moved) Mr. Campbell

Seconded) Mr. Prokasy

Approval of the future purchase of a Regional Sprinter Van at such time as it becomes necessary for a cost not to exceed \$60,000 unanimously:

Moved) Mr. Campbell

Seconded) Ms. Westmacott

Ratify the Memorandum of Understanding between the Athens Regional Library and the County of Oconee for the renovations and expansion of the Bogart Branch Library unanimously:

Moved) Mr. Hopper

Seconded) Mr. Prokasy

Ratify Milton Garland of Garland Construction Inc. as the contractor of record for the Bogart renovation and expansion project unanimously:

Moved) Ms. Darnell

Seconded) Ms. Westmacott

Approval of CAS Architecture as the architect firm of record for the Bogart renovation and expansion project unanimously.

Moved) Mr. Hopper

Seconded) Ms. Westmacott

Approval of SunTrust as the bank of choice for the Bogart renovation and expansion project unanimously.

Moved) Mr. Wyatt

Seconded) Mr. Prokasy

Approval of the following revised personnel policies: At-Will employment; Immigration Law Compliance; Timekeeping; Breaks; Work on a Holiday; Leave; Prohibited Employee Conduct; Firearms & Weapons; Visitors in the Library; Private use of Library Property; Political Activities; Canvassing, Solicitation, Literature distribution unanimously.

Moved) Mr. Prokasy

Seconded) Mr. Wyatt

ATHENS REGIONAL LIBRARY BOARD OF TRUSTEES

Minutes of July 20, 2017 Meeting

Athens-Clarke County Library Board Room 3:30 pm

Meeting was called to order at 3:32 p.m. by Chairman Gresham. Present were Ms. Bryant, Mr. Campbell, Chairman Gresham, Mr. Hopper, Ms. Mills, Mr. Prokasy, Mr. Rice, Mr. Shapiro, Mr. Timmons, Ms. Westmacott. Absent were Ms. Booth, Ms. Darnell, Ms. Harrison, Ms. Shoemaker, and Mr. Wyatt. Staff attending was Ms. Bell, Ms. Brumby, Ms. Green, Ms. Fike, Ms. Chesley, Ms. Ovington, and Ms. Moncrief.

The Minutes of April 20, 2017 board meeting were unanimously approved. (Moved by Mr. Hopper, Seconded by Mr. Campbell)

The adoption of current Agenda was unanimously approved (Moved by Mr. Timmons, Seconded by Ms. Mills).

There was no public comment.

Financial Report:

- The report was given by Mamie Fike, Business Manager. She stated the FY2017 Budget was complete and reconciled. Due to the surplus after reconciliation, the library was able to purchase additional equipment for the region including computers.
- FY2018 budget was presented and Ms. Fike stated that all regional monies had been received from all cities except one.
- The financial report for FY2017 was unanimously accepted. (moved by Mr. Prokasy, seconded by Mr. Shapiro)

Regional Reports

Athens-Clarke County:

- Near the end of June ARLS was awarded a \$100,000 EBSCO Solar grant that would result in installing a Sunshine Garden solar array at the Athens-Clarke County Library. These "sunflower" solar panels will help reduce the library's electric bills, will promote solar energy in our community, and will be the focus of programming activities for all ages. Dennis Hopper initially mentioned the idea of "solar flowers" and Donna Brumby, Assistant Director wrote the winning grant.

Franklin County:

- There has been additional discussion for an addition to be built on the library to house a Ty Cobb museum which will be funded by the city and Ty Cobb Foundation.
- Rita Shoemaker, Board member was awarded Citizen of the Year from the Franklin County Pilot Club.
- Funding was increased in both Lavonia and Royston by their commissioners for FY2018.

Madison County:

- Patron Visits are up by 3% over the last year.
- Adult programming this past quarter has generated over 473 in attendance for the 67 programs

offered. Also the youth program had a total of 94 programs with 2394 in attendance.

- The library has 25 active volunteers each week to assist the staff.
- A "Book Bot" was donated from Cub Scout Pack 328 on May 30. The scouts converted a newspaper box to allow books to be traded and it has been used by many.

Oconee County:

- Both branches, Bogart and Watkinsville have had a busy summer.
- Watkinsville Friends of the Library had a great Family Fun Day in May to kick off summer reading.
- The county has allowed the library to have functions at the Parks & Rec or Community centers in order to provide for larger numbers of patrons.
- Additional revenue has been received from the Board of Commissioners and Board of Education.
- The Bogart branch will be involved in the City of Bogart's celebration on August 5th.

Oglethorpe:

- The Friends of the Library Spring pledge drive surpassed its goal of raising \$7000 due in part to a very successful dinner, auction and Art Rosenbaum concert. The money will be used to purchase LED signage, audiovisual equipment and exterior wall lettering.
- The Friends have also held a one day Pop-up book sale that raised \$200.
- Austin Jenkins, Branch Manager has been reorganizing the library for better work flow which aides in programming.
- The Summer programs have been a success starting with the Reading Program, the Athens Housing Authority offering free lunches for children, Food Bank of NE Georgia sending bags of meals home with the children and concluding with a recent high school grad hired thanks to the NE Georgia Summer Youth work Experience Program.

Director's Report:

- In an effort to provide continuous improvement to the services we provide for the staff in our Region and all of our library patrons and residents, it gives me great pleasure to announce **changes in three key positions:** **Donna Brumby** formerly our Assistant Director for Collections & Grants will now be our Assistant Director for Organizational Development, **Holly Bowden** formerly our A. C. T. Manager will now hold the title of Collection Management Coordinator, **Josh Goodwin** formerly Acquisitions Specialist will now hold the title of Collection Development Librarian.
- We were able to purchase some **new equipment** at the end of the year for Regional use including a laptop for the Branch Manager at Winterville, Storytime Rugs for the two Resource Centers, AWE Educational Computers for Oglethorpe and Madison Counties (Oconee and Franklin are slated to get this computer later this year with MRR funds) and the assortment of programming technology that will be displayed on the table.
- **TRS** is expected to increase again next fiscal year (FY19). It increased almost 17% this year (FY18) and will increase almost 21% next year (FY19).

Old Business:

- None

New Business:

- **Motion to Approve** the Signature Authority of Director Valerie Bell for FY2018 as requested by Georgia Public Library System, unanimously. (Moved by Mr. Timmons, Seconded by Ms. Westmacott)
- **Motion to Approve** the FY2018 Budget, unanimously. (Moved by Mr. Prokasy, Seconded by Mr. Shapiro)
- **Motion to Approve** the following revised personnel policies: Equal Employment Opportunity, Americans with Disabilities Act (ADA) Compliance, Discrimination & Harassment, Workplace Safety & Security, Mandated Reporting of Suspected Child Abuse or Neglect, DRUG- & ALCOHOL-FREE WORKPLACE, Use of Legally Obtained Drugs, Employee Assistance & Treatment, Employee Testing, Pre-employment Drug Testing, Alcohol Abuse, Confidentiality of Testing Results, Employee Responsibilities, Off-duty Conduct, unanimously. (Moved by Mr. Prokasy, Seconded by Mr. Campbell)
- **Motion to Approve** the following revised personnel policies: Dress Code with the following rewording - "Shorts may be worn only when performing courier, landscape maintenance, or outdoor programming/events duties", unanimously. (Moved by Mr. Timmons, Seconded by Mr. Hopper)
- **Motion to Approve** the Signing of the Bogart Construction Manager at Risk and Architectural Contracts, unanimously. (Moved by Mr. Hopper, Seconded by Mr. Shapiro, Recused by Mr. Timmons)

Announcements - None

Adjourn

With no further business, Chairman Gresham called for adjournment at 4:15pm. (Motioned by Mr. Campbell, Seconded by Mr. Rice, Unanimously approved)

ARLS Board Meeting July 20, 2017 SUMMARY OF VOTES

Approval of 04/20/2017 Minutes unanimously:

Moved) Mr. Hopper

Seconded) Mr. Campbell

Approval of 07/20/2017 Agenda unanimously:

Moved) Mr. Timmons

Seconded) Ms. Mills

Approval of Financial Report FY17(Q4) from Business Manager unanimously:

Moved) Mr. Prokasy

Seconded) Mr. Shapiro

Approval Signature Authority FY2018 for GPLS unanimously:

Moved) Mr. Timmons

Seconded) Ms. Westmacot

Approval FY2018 Budget unanimously:

Moved) Mr. Prokasy

Seconded) Mr. Shapiro

Approval of the following revised personnel policies: Equal Employment Opportunity, Americans with Disabilities Act (ADA) Compliance, Discrimination & Harassment, Workplace Safety & Security, Mandated Reporting of Suspected Child Abuse or Neglect, DRUG- & ALCOHOL-FREE WORKPLACE, Use of Legally Obtained Drugs, Employee Assistance & Treatment, Employee Testing, Pre-employment Drug Testing, Alcohol Abuse, Confidentiality of Testing Results, Employee Responsibilities, Off-duty Conduct unanimously:

Moved) Mr. Prokasy

Seconded) Mr. Campbell

Approve Policy Recommendation after discussion: Dress Code unanimously:

Moved) Mr. Timmons

Seconded) Mr. Hopper

Approve Signature of Bogart Construction Manager at Risk and Architectural Contracts unanimously:

Moved) Mr. Hopper

Seconded) Mr. Shapiro

Recused) Mr. Timmons

Approve Adjournment unanimously

Moved) Mr. Campbell

Seconded) Mr. Rice

ATHENS REGIONAL LIBRARY BOARD OF TRUSTEES

Minutes of October 19, 2017 Meeting

Athens-Clarke County Library Board Room 3:30 pm

Meeting was called to order at 3:35 p.m. by Chairman Gresham. Present were Ms. Bryant, Mr. Campbell, Ms. Darnell, Ms. Flowers, Chairman Gresham, Ms. Harrison, Ms. Mills, Mr. Prokasy, Mr. Rice, Ms. Shoemaker, Mr. Timmons, Mr. Wyatt. Absent were Ms. Booth, Mr. Hopper, Mr. Shapiro, and Ms. Westmacott. Staff attending was Ms. Bell, Ms. Brumby, Ms. Green, Ms. Fike, Ms. Chesley, Ms. Ovington, and Ms. Moncrief.

The Minutes of July 20, 2017 board meeting were unanimously approved. (Moved by Mr. Prokasy, Seconded by Mr. Campbell)

The adoption of current Agenda was unanimously approved (Moved Mr. Timmons, Seconded by Ms. Darnell). Adoption of amended Agenda was unanimously approved (Moved by Mr. Campbell, Seconded by Mr. Rice).

Public Comment - None

Financial Report:

- Mr. Wyatt reported the Vanguard account that is basically all stocks and bonds with no fees is doing well.
- The report was given by Mamie Fike, Business Manager. She stated the 1st Quarter - FY2018 shows that the library is on track with its budget with 31.27% Revenues received and 23.62% in Expenditures used for the Region.
- The financial report for 1st Quarter - FY2018 was unanimously accepted. (moved by Mr. Prokasy, seconded by Ms. Mills)

Regional Reports

Athens-Clarke County:

- The Building and Grounds Committee along with Director Bell have met with the Athens-Clarke County Sustainability officer Andrew Saunders to discuss the RFP concerning the EBSCO Solar Grant. After discussion the RFP was finalized and has been sent out for proposals.
- The ACC Library was closed for two days during Hurricane Irma. We have three employees' families that were affected and we were able to help a family in distress as a place to safely park their RV during a medical emergency.
- ACCL has completed a new Bulletin Board Policy and will allow community organizations to place literature there for the patrons.

Franklin County:

- The libraries have received an increase in funding from the County which allowed a salary increase for staff.
- Lavonia is now fully staffed.
- The Ty Cobb Museum Committee is set to meet with the Board of Trustees to further discuss the future museum.

Madison County:

- Patron Visits are up by 3% over the last year
- Although the Material checked out is down slightly the Audio Books checked out is up by 54%.

- Author Terry Kay is set to speak on Sunday, October 22, 2017.
- For the first quarter of FY18 there have been over 90 programs presented with an attendance of 537.
- Madison County Schools Family night was a huge success with over 400 individuals attending.

Oconee County:

- Rhea Hebert, Branch Manager is retiring at the end of 2017, she will be missed.
- The Friends of the Library Book Sale collected approximately \$23,000 for the library.
- Officers for the Board of Trustees have been elected - Chair, Robert Wyatt; Vice Chair, Mark Campbell; Secretary, Susan Curtis.
- Renovation of Bogart Library is moving slowly but is progressing.

Oglethorpe:

- Officers for the Board of Trustees have been elected - Chair, Jean Westmacott; Vice Chair, Kate DeWolf; and Financial Officer, Bill Cabaniss.
- The Friends of the Library Book Sale is scheduled for November 4, 2017.
- The Summer Reading Program was very successful, with 94 programs and over 2600 attending.

Director's Report:

- The region has advanced our electronic equipment with money received from MRR and ERate including a Stop Animation Program demonstrated by Natalie Wright (IT Department) which has been a huge hit with children in all branches.
- There is State MRR money is available for a major renovation project which will include a 50/50 split in funding. If there is a project for any of the branch libraries you would like to suggest, please notify your branch manager.
- The Georgia Public Library System Annual Report has been completed.
- Public Library Day at the Capital in Atlanta is January 30, 2018; please notify Director Bell if you would like to go.
- The replacement process for the transit van has started due to unexpected repairs needed on the van.
- Staff Development Day is on November 9, 2017. Chairman Tom Gresham will give opening remarks. We would enjoy having any and all of you attend. Please contact our office to RSVP.

Old Business:

- None

New Business:

- The following policies were recommended by the Policy Committee to be adopted with changes indicated: Ethics and Conduct and Employee Benefits with a recommendation for more research if Social Security Benefits are to be continued as is or changed.

Board Actions:

- **Motion to Approve** Recommendation of Revisions of Personnel Policy, unanimously. (Moved by Mr. Prokasy, Seconded by Ms. Harrison)
- **Motion to Approve** 2018 Scheduled Closings of Library, unanimously. (Moved by Mr. Wyatt, Seconded by Ms. Harrison)
- **Motion to Approve** Library Policy for Public Bulletin Board, unanimously. (Moved by Mr. Prokasy, Seconded by Ms. Harrison)

Announcements - Chairman Gresham stated that the Personnel Committee will be meeting to discuss election of new officers. Chairman Gresham also stated that he has enjoyed his position but will be leaving the Board. Vice Chair Ms. Shoemaker will conduct the January 2018 meeting until new Board Members are elected.

Adjourn

With no further business, Chairman Gresham called for adjournment at 4:24pm. (Motioned by Mr. Campbell, Seconded by Mr. Rice, Unanimously approved)

ARLS Board Meeting October 19, 2017 SUMMARY OF VOTES

Approval of 07/20/2017 Minutes unanimously:

Moved) Mr. Prokasy

Seconded) Mr. Wyatt

Approval of 10/19/2017 Agenda unanimously:

Moved) Mr. Timmons

Seconded) Ms. Darnell

Approval of Amended 10/19/2017 Agenda unanimously:

Moved) Mr. Timmons

Seconded) Mr. Rice

Approval of Financial Report FY18 (Q1) from Business Manager unanimously:

Moved) Mr. Prokasy

Seconded) Ms. Mills

Approval Recommendation of Revisions of Personnel Policy, unanimously:

Moved) Mr. Prokasy

Seconded) Ms. Harrison

Approval 2018 Scheduled Closings of Library, unanimously, unanimously:

Moved) Mr. Wyatt

Seconded) Ms. Harrison

Approval of the following revised personnel policies: Ethics and Conduct; Conflicts of Interest; Gifts, Gratuities, & Favors; Outside Employment and Memberships; Workplace Relationships; Romantic Relationships; Workplace Communication; Use of Library Communication Systems; Use of Library Telephones; Public Relationships; Patron Relationships; Contact with Media; Representing the Library at Outside Events; Social Media; Confidential Information; Public/Open Records Requests; Employee Benefits; Group Health Benefits; Retirement Programs; Workers' Compensation Insurance; Job-Related Accident or Injury; Social Security; Medicare; Unemployment Insurance; Flexible Benefits; Miscellaneous Employee Benefits; Staff Fee Discounts, unanimously:

Moved) Mr. Prokasy

Seconded) Mr. Campbell

Approval of the Library Policy for Public Bulletin Board, unanimously

Moved) Mr. Prokasy

Seconded) Ms. Harrison

Approval of Adjournment, unanimously

Moved) Mr. Campbell

Seconded) Mr. Timmons

